

RIZWAN RAFAT

Cell: +92-0332-3719103

Email rizwan.raffat@gmail.com

PROFESSIONAL PROFILE

Pro-active and result-oriented marketing and Administration professional, with eleven years of experience in computerized environment in finance manufacturing and trading sectors. Focused with a comprehensive knowledge and understanding of customer Relation especially office administration.

CORE COMPETENCIES

- Organize and manage the whole administrative functions and system.
- Well-disciplined and efficient multi-tasked.
- Deadline sensitive person.
- Ability to work independently.
- Detailed oriented with exceptionally strong analytical skills.
- Good management skills, having ability to lead associates.

QUALIFICATION

- Master of Arts– Final Year
- Mass Communication
- Bachelor of Arts
- Higher school certificate
- Secondary School Certificate

CERTIFICATE

- The Institute of Financial Markets of Pakistan (IFMP)

PROFESSIONAL EXPERIENCE

Al Meezan Investment Management Company as a Investment Adviser (2018-Present)

Key Responsibilities:

- Advice to individuals and corporate clients about investing in securities such as stocks, bonds, mutual funds, or exchange traded funds etc.
- Research Marketplace and recommending the most appropriate products and services to clients.
- Counseling with clients and provide specialist advice on how to manage their money.
- Relationship with Clients in term of follows up & update.
- Managed corporate client portfolio to retain long-term relationships.
- Responsible for preparation of weekly and monthly sales reports.
- Deal with customer service issues.
- Prepare Portfolio MIS for branch management.
- Perform vital role in development of Portfolio through engaging new clients.

FirstParamount Modaraba as a Senior Admin & Marketing (2014 – 2018)

Key Responsibilities:

- Responsible for activities & management of COM Dept.
- Liaison with Investors / Depositors.
- Relationship with Customers in term of follow up & update
- Perform vital role in development of Portfolio through engaging new customers.
- Supervise the queries of new & existing customers
- Trial Balance check on weekly basis with customer data.

- Prematurity calculation and adjustment.
- Payment to customer on maturity & prematurity.
- Responsible for internal & external audit.
- Supervise & execute the profit distribution process of Customers (Monthly, Quarterly, Yearly & Maturity)
- Make Receivable Vouchers.
- Supervise process of Certificate of Musharika to the customers
- Maintain the Reserve Fund on Monthly Basis
- Bank Reconciliation
- Coordination with sale and recovery department for unpresented cheques in the bank.
- Petty cash
- Keep record of voucher & company documents.

Reporting

- SECP Monthly Reporting of Top 10 Customers.
- SECP Quarterly Reporting Regarding Certificate of Musharika.

Software

Working on Computerized Accounting software managed by **SidathHyder Financials**.

Working on Computerized Data Biased **ERP Software** .

Additional Responsibilities

- Distribution of Income Tax Certificate to COM(Certificate of Musharika) Customers.

Scientific International (Private) Limited as a Sales Coordinator and Admin Officer (2012 – 2014)

- **Key Responsibilities:**
- Look after complete administration department of company.
- Prepare daily Income tax invoices.
- Maintain sales sheet.
- Manage petty cash.
- Prepare bills
- Maintain files and records in soft and hard copies
- Relationship with Customers in term of follow up & update
- Supervise the queries of new & existing customers
- Perform vital role in development of Portfolio through engaging new customers.

Zaheer engineering Company (Private) Limited as an Admin Manager (2010 – 2012)

Key Responsibilities:

- Look after complete administration department of company
- Administrative purchases
- Manager petty cash.
- Prepare daily invoices.
- Prepare bills
- Maintain files and records in soft and hard copies
- Relationship with Customers in term of follow up & update
- Supervise the queries of new & existing customers.
- Perform vital role in development of Portfolio through engaging new customers.

Muhammad Waris & Co as an Admin Manager (2009 – 2010)

Key Responsibilities:

- Manage petty cash.
- Prepare daily invoices.
- Prepare bills.
- Maintain files and records in soft and hard copies.
- Correspondent with customers.
- Arrange meetings with customers.

Shirazi Trading Company (Pvt) Ltd as a Data entry operator (2005 – 2009)**Key Responsibilities:**

- Collect Ufone company check from customers.
- Review customer forms.
- Fill incomplete form of customer after getting customer data.
- Enter records in computer software.
- Quality control of standard procedures.

COMPUTER SKILLS

| Sr. | Skills & Abilities | Proficiency Level | Last Used / Practiced |
|-----|--------------------|-------------------|-----------------------|
| 1 | Spread Sheet | Average | Currently Using |
| 2 | Word Processing | Above Average | Currently Using |
| 3 | Power Point | Above Average | Currently Using |

EXTRA-CURRICULAR ACTIVITIES/HOBBIES

- Reading books, newspapers, magazines & net browsing, socializing.

PERSONAL INFORMATION

| | | |
|----------------|---|---------------------------|
| Father's Name | : | RafatUllah Khan |
| Religion | : | Islam |
| Marital Status | : | Single |
| Nationality | : | Pakistan |
| CNIC # | : | 42101-6868288-1 |
| Date of Birth | : | May 11 th 1987 |
| Languages | : | English & Urdu |

References:

Will be furnished (if required).

BIE B 320689

ROLL NO. 170038



Higher Secondary Certificate 2011

This is to certify that Rizwan Rafat
Son/Daughter of Rafat ullah Khan
has successfully completed the **HIGHER SECONDARY CERTIFICATE
EXAMINATION** of this Board in Humanities Group held in
the month of Dec. 2011 as a Regular/Private Candidate in the
subjects mentioned below and has been placed in D GRADE
by securing 497 MARKS in the Aggregate of 1100/1200/200.

(a) Compulsory Subjects:

1. Urdu Normal I & II
Easy I & II / N.M.T. / Sindhi
History and Culture of Pakistan
Pakistan Studies (For Foreigners)
2. English Normal / Advance
3. Islamic Education / Civics (c)
4. Pakistan Studies (c)

(b) Elective Subjects:

5. Civics
6. Islamic Studies
7. Islamic History

Karachi, Pakistan
Dated, the 29th August 2014

SECRETARY

(This Certificate is issued without any alteration or erasing.)

SERIAL NO.

000860

BOARD OF SECONDARY EDUCATION KARACHI

STATEMENT OF MARKS
S.S.C. EXAMINATION
(FOR SUCCESSFUL CANDIDATES ONLY)

EXAMINATION

SUPPLEMENTARY 2004

ROLL NUMBER

501340

GROUP

SCIENCE

NAME

RIZWAN RAFAT

FATHER'S NAME

RAFAT ULLAH KHAN

SCHOOL/PRIVATE

G.B.S.S. MAJOR ZIAUDDIN ABBASI MEMORIAL
NAZIMABAD, NO.2 KARACHI

SUBJECTS

| COMPONENT I | MARKS | COMPONENT II | MARKS |
|---|-------|---|--------------|
| SINDHI SALEES URDU NORMAL | XXXX | MATHEMATICS | XXXX |
| ENGLISH (COMP) PAPER I ENGLISH (COMP) PAPER II | XXXX | BIOLOGY THEORY BIOLOGY PRACTICAL | XXX XXX |
| PAKISTAN STUDIES | XXXX | PHYSICS THEORY PHYSICS PRACTICAL | 37/75 XXX |
| ISLAMIAT | XXXX | CHEMISTRY THEORY CHEMISTRY PRACTICAL | XXX XXX |

GRAND TOTAL: 390

OUT OF: 850

GRADE:

D

GRADE IN COMPONENT III
AWARDED BY THE SCHOOL IN

XXXXXXXXXXXX

GRADE: XXXX

DATED: 04-12-2004

(MUHAMMAD SALEEM KHAN)
CONTROLLER OF EXAMINATIONS

E. & O.E.

For Important Notes Please Turn Over

Our Ref: No: FPM/10254/18

December 03, 2018

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Rizwan Rafat** s/o Mr. Rafat Ullah Khan bearing CNIC No. 42101-6868288-1 has worked with First Paramount Modaraba in the capacity of "**Assistant Sales & Administration Officer - Certificate of Musharika**" from December 01, 2014 to November 30, 2018.

During his stay with us, we found him a dedicated, hardworking and honest employee and contributed significantly to Modaraba

We wish him all the best in all his future endeavors.

Yours sincerely,



(ABDULLAH KHAN)
COMPANY SECRETARY

Our Ref: No: FPM/10254/18

December 03, 2018

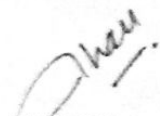
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Yours sincerely,



(ABDULLAH KHAN)
COMPANY SECRETARY





ZAHIR ENGINEERING CO.

AIR
Worthington
Creysensac
Compressed Air Equipment

Dated 15.06.2012

To Whom It May Concern

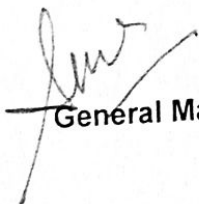
This is certify that Mr. Rizwan Riffat has worked as Administration Manager
From 1st June 2010 till 30th May 2012.

During his stay we found him honest and hardworking.

He left the job at his own accord.

We wish him success in his life.

Zahir Engineering Co.


General Manager



505, 5th Floor, Mashrique Centre, Block No. 14, Gulshan-e-Iqbal, Karachi - 75300.
Tel: (021) 8271175, 4923234-35, Fax: (021) 5206087-4923236 Mobile: 0333 - 2177516
E-mail: zec@cyber.net.pk

EXPERIENCE CERTIFICATE

It is to certified that MR Rizwan Riffat has been working as a Sales & Coordinator since July 2012 to Nov 2014 with this company on monthly salary of Rs.10,000 basic.

He is responsible and dedicated to his job. His duties include sales coordination, managing customers, managing office regulations.

We have no objection on his current Job plans

If you have any inquiry regarding to MR Rizwan Riffat, don't hesitate to contact us.



Reham Saleem---CEO
SCIENTIFIC INTERNATIONAL

DATED:12/03/2015

Ref: 11053

CERTIFICATE

This is to Certify that M. Rafeat

RIZWAN RAFAAT

Sr. Sr. III RAFAAT ULLAH KHAN

has successfully completed the OR (Two) West Months Year Course in :

Course Title MICROSOFT OFFICE PACKAGE

1. MS WINDOWS

2. MS WORD

3. MS EXCEL

4. MS POWERPOINT

5. —

6. —

from this Institute. This course covers practical training and theoretical instructions.

His/She has been awarded GRADE

"A"

under the Seal of this Institute at Karachi.

Day of 12 20 11



Taj Commercial Institute

10-F, Rizvia Society, Nazimabad Karachi.

Ref. No. TCI/114/2008.

Karachi 20-05-2008.

Certificate

This is to certify that Mr. / Miss. RIZWAN RAFAT

Son / Daughter of RAFAATULLAH has been our student

in Typewriting from 25-2-2008 to 20-05-2008 in

our institution in Typewriting. He/she has acquired the speed of 35 (Thirty Five) words per minute by TOUCH TYPEWRITING SYSTEM with accuracy and neatness.

I wish her/his success in life.

PRINCIPLE

Taj Commercial Institute
Karachi
1178

Allama Iqbal Open University Islamabad



Serial No. A110123

Certified that Mr. / Ms. RIZWAN RAFAT

Son / Daughter of RAFAT ULLAH KHAN

Registration No: 17BHI00037

Roll No: BM455143

having completed the prescribed requirements in semester

SPRING 2019

is awarded the degree of:

Bachelor of Arts Group - Mass Communication

He / She has secured 56 % marks and has been placed in C grade.

Naqvi

CONTROLLER OF EXAMINATIONS

Result declared on: January 15, 2020

Date of Issue: December 11, 2020



[Signature]
VICE-CHANCELLOR

THIS DEGREE IS TO BE READ IN CONJUNCTION WITH THE TRANSCRIPT, ISSUED SEPARATELY

